

QS10

February 29, 2000

TO: Distribution

FROM: QS10/Kristie French

SUBJECT: Minutes of the VPP Steering Committee Meeting

The VPP Steering Committee meeting was held on Tuesday, February 29, 2000. The meeting began at 7:45 am in Building 4202, Conference Room 326. The minutes are posted on the VPP Steering Committee web page.

OPENING REMARKS (KRISTIE FRENCH/QS01)

A report on JHAs will be given by Linda Myszka at the Implementation Team meeting on March 1. Would like to have the letter on JHAs finalized for Jim Ellis on March 1. Action Item VIT-008 has been expanded and the due date is extended until March 29. Discussion was held regarding revamping a new safety brochure or manual. Would like to look at previous one's along with the LARC safety brochure. The VPP charge code will be placed on the VPP web page. Code should be used for VPP Team activities only. Do not use for the JHAs. Discussion was held on the Element Breakdowns. Comparison was made to Dupont's Train the Trainer. Need to define the criteria for Element Breakdowns. Will ask someone from personnel office to verify Safety & Health are in position descriptions. Focus at the Implementation Team meeting on March 1 will be on Elements 1, 9, 10 and 12. Element 13 will be discussed at the March 15 meeting. A JHA article is planned next week for the Marshall Star. Conducted brief discussion of VPP Application draft.

No other items for record were discussed at the meeting.

Signed By:
Kristie French
VPP Project Manager

Distribution:
Team Members

ATTENDEES

Jimmy Hill	QS10	544-0974
Linda Myszka	Lockheed	461-4329
Kristie French	QS10	544-7474
Shawn Wallace	ED13	544-1109
Jon Holladay	FD23	544-7250
Judy Milburn	QS10	544-4802
Annette Loveday	QS10	544-2428

VPP Documentation Team Recommendations

- **A single set of "VPP Binders" will be kept to encompass the entire MSFC.**
 - Our center-wide Safety, Health, and Environment (SH&E) program, is defined and documented by the Marshall Management Directives System (MMDS).
 - The procedures that make up the SH&E program are controlled by MPG 1410.2. They are defined by the MPDs, MPGs, and MWIs, and are located in the MSFC Integrated Document Library.
 - The records generated by following the MMDS have defined forms (in most cases), custodians, and retention schedules.
 - "Local" procedures and records generated by organizations or projects are not defined by the MMDS. However, the MMDS does specify requirements for controlling the procedures and records that are generated locally (e.g. MPG 1440.2 "MSFC Records Management Program.")
 - The "VPP Binders" exist solely for the purposes of demonstrating VPP compliance during auditing.
 - The OSHA auditors will most likely prefer to have quick hardcopy access to samples of records, rather than tracing the documentation trail that would have to be followed if the "VPP Binders" are not created.
 - The "VPP Binders" will be copies of the procedures, forms, and records: the current custodians will not be relieved of that responsibility.
 - It is desirable to minimize the amount of duplication caused by the creation of the "VPP Binders."
 - Some documents, such as MPG 8715.1 will apply to all organizations, and multiple elements of VPP. There is no benefit gained for having each organization copy this document to insert into their own binders.
 - Many records and procedures will apply to multiple elements of VPP, necessitating some repetition and duplication even at the center-wide level.

VPP Documentation Team Recommendations

- **There will be 19 "VPP Binders," one for each element of VPP.**
 - The term "binder" is used somewhat loosely. Due to the voluminous nature of the procedures and records, each "binder" will likely consist of one or more sections of filing cabinets set aside for this purpose.

- **The "VPP Binders" will not contain the comprehensive set of all records related to VPP. Instead, the "VPP Binders" will contain samples selected from each record type, and each organization.**
 - The samples used to fill out the binders will be selected by the Documentation Team. We do not recommend relying upon internal audits to fill out the "VPP Binders."
 - For any element that we know will be of particular interest to OSHA during the audit, we will enhance that particular "VPP Binder."
 - If OSHA wants to see additional documents not included in the "VPP Binders" we can either:
 - Collect additional documentation during the audit
 - Take the OSHA auditors to the location(s) where the additional documents are stored

VPP Documentation Team Recommendations

- **Each "VPP Binder" (one for each VPP element) will consist of the following contents.**
 - A comprehensive/complete "VPP Master Documentation List" of document and records, their location, custodians, and contact information, for both center-wide documentation and "local" documentation. (See next recommendation for more about the Master List.)
 - A 'recent' printout of all documents within the MMDS related to the particular VPP element. (Highlighters will be used to emphasize the notes on the bottom of the page the indicate printed copies may not be current, and that the master list should be consulted.)
 - A brief summary of the purpose and contents of each MMDS document included. (These summaries may either be the summaries planned to accompany the document on the web-page, or they may be created first, then used to generate the web-page summaries.)
 - A blank copy of each form (including instructions) called out by one of the MMDS documents included in the "VPP Binder" as well as the location (electronics or physical) where current blank forms can be obtained. (An indication will be made to verify that the form is the current baseline.)
 - Sample records (including both records generated by MMDS procedures and by "local" procedures) and copies of "local" procedures.

VPP Documentation Team Recommendations

- **Each Directorate or Office will generate and maintain a "VPP Master Documentation List" (VMDL) for each VPP element.**
 - The VMDLs will address each record from the MMDS procedures that relates to the particular VPP element. (This list is being compiled by the VPP Documentation Team.)
 - The VMDLs will indicate which records are applicable or not applicable to that Directorate or Office. This will be addressed to the lowest level at which the records are generated/kept (in many cases: each supervisor) within the Directorate/Office.
 - For all applicable records, the VMDLs will specify the custodian(s) and location of that particular record, as well as contact information.
 - The VMDLs will also address "local" procedures and the records they generate, and provide the same information required for the MMDS records.
 - The Director of the Directorate/Office will be responsible maintaining (or delegating) the maintenance of the VMDLs.
 - The "VPP Binder" will only contain copies of the VMDLs.
 - The VMDLs will be used to locate and collect copies of documentation to form the "VPP Binders."
- **The requirements for creating and maintaining the VMDLs should be documented in an MMDS procedure. MPG 8715.1 "Marshall Safety Manual" is the recommended home for this requirement.**
 - We do not recommend holding up the baselining of MPG 8715.1. This requirement can be added in a subsequent revision once we have finalized the list of MMDS records that relate to VPP, and the VPP element.
 - Until this requirement is added to MPG 8715.1 (or another document if that is determined to be preferable) an ACTION should be assigned to each Directorate/Office to begin creation of the VMDLs.